

# FAIRFAX COUNTY PARK AUTHORITY

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12055 Government Center Parkway  
Suite 927  
Fairfax, VA 22035-1118



Dear Prospective Instructor:

Thank you for your interest in becoming an instructor with the Fairfax County Park Authority.

Being a part-time instructor for the County is a great option for earning additional money during evenings, weekends and summer vacations. Many of our instructors have been with us for many years, and some have even launched their own businesses after gaining a following through teaching classes with Fairfax County.

Here are the types of classes and camps that you can offer:

**Classes** - Held weekday evenings, Saturdays or Sundays, you can pick the day and time that you would like to work, and we will find a location, usually a public school or RECenter. Instructors often offer classes back to back (i.e. 6-7 pm, 7-8 pm, 8-9 pm) and schedule only one or two nights per week.

**After-School Classes** - Can be held at an elementary school or middle school, especially classes that begin within 10 minutes of the end of the school day, for school staff or kids (i.e. tot soccer, aerobics).

**Quick Classes** - Class that meets 5 nights a week for 2 weeks, or a class that meets 2 times a week for a month.

**Summer Camps** - FCPA offers full and half-day camps. Camps range from 5-day camps with 3-hour sessions in the morning (9:00 am -12:00 pm) or afternoon (1:00 - 4:00 p.m.) at school locations to full-day, two-week long camps at RECenters. Depending on your schedule, you can teach as many as six weeks of camp during the summer. We have a full range of sports fundamental camps including soccer, tennis, football, in-line skating, excursion camps, as well as specialty drama and camps and adventure camps.

**Spring Break Camp** - Similar schedule to summer camp, but 4 days.

Depending on where you live and work, we can try to arrange classes that are convenient for you and draw from an area that will support the class. We use Fairfax County public school facilities and fields, RECenters, plus some privately owned sites as well.

Some of the benefits of being an instructor with the Fairfax County Park Authority:

**We handle the paperwork** - Our customer service staff handles facility reservations, registrations, fee collection, refunds, evaluation, printing class rosters, etc. . . you do what you enjoy doing -- teach!

**Access to facilities** - As a County agency, we have access to RECenters, schools, sports fields, and other facilities throughout the County that private contractors could not get or obtain only at significant cost.

**We handle insurance/liability issues** - As an instructor with Fairfax County, you are covered by our liability insurance and workman's compensation. Our risk management specialists make sure that the classes will comply with ADA requirements and other mandatory requirements.

**We pay for great marketing for your class** - Your class is listed in the quarterly magazine **Parktakes** that reaches over 170,000 homes. In addition, flyers for youth classes and camps are distributed through the public schools, and recreation highlights appear on cable television. Potential customers can now register on the Park Authority web site, [www.co.fairfaxcounty.gov/parks/parktakes.htm](http://www.co.fairfaxcounty.gov/parks/parktakes.htm).

**You will have the "stamp of approval" by being affiliated with Fairfax County**

Last year, the Fairfax County Park Authority operated thousands of classes, camps and tours. For new instructors, being part of a well-established network is important.

## HOW TO APPLY

The first step is to complete the attached **Instructor Supplemental Application** and return it to us along with your **resume**, **sample lesson plans**, and **FCPA Employment Seasonal Employment Application**. We plan classes at least 7 months in advance, so most applicants should contact us well in advance of the season in which they want to work. Once your application is on file with us, programmers who set up classes at RECenters and schools around the county will have access to your information and can contact you directly when a need arises.

If your skills match our current or projected future needs, you will be invited to interview. At the interview you will fill out employment forms including authorization for a criminal background check and be fingerprinted. Please bring with you:

- Driver's License or DMV photo identification
- Your original social security card (if you need a replacement card, contact the Social Security Administration office near you (see attached list))
- If you are a resident alien, you must bring your Alien Registration receipt Card with photograph (INS Form I-551 or I-551) or a valid Employment Authorization Card.
- Resume
- A voided check or information on your bank account for setting up direct deposit
- Sample lesson plan for the classes that you would like to teach. Please outline the general topics to be covered for each session of a typical 8-week, one-hour class, and a complete outline of one of those 8 classes, showing what you would accomplish in 55 minutes (drills, techniques, etc.)

Remember our employment is seasonal and part-time, with no paid benefits. The starting pay rate for instructors ranges from \$10 - \$17 per instructional hour and assistants range from \$6-\$10 per hour. To be eligible, you must be 18 years of age, a high school graduate and have experience or training necessary to teach in a recreational setting. Coaches, teachers, and those with significant player experience are excellent candidates.

If you have any questions, please contact Jennifer Braun at (703) 324-5540 or via email at [Jennifer.Braun@fairfaxcounty.gov](mailto:Jennifer.Braun@fairfaxcounty.gov). You can obtain an application packet by return email when you send a blank email to [instructors@fairfaxcounty.gov](mailto:instructors@fairfaxcounty.gov).

Sincerely,

John Berlin  
Program Section Manager  
Fairfax County Park Authority